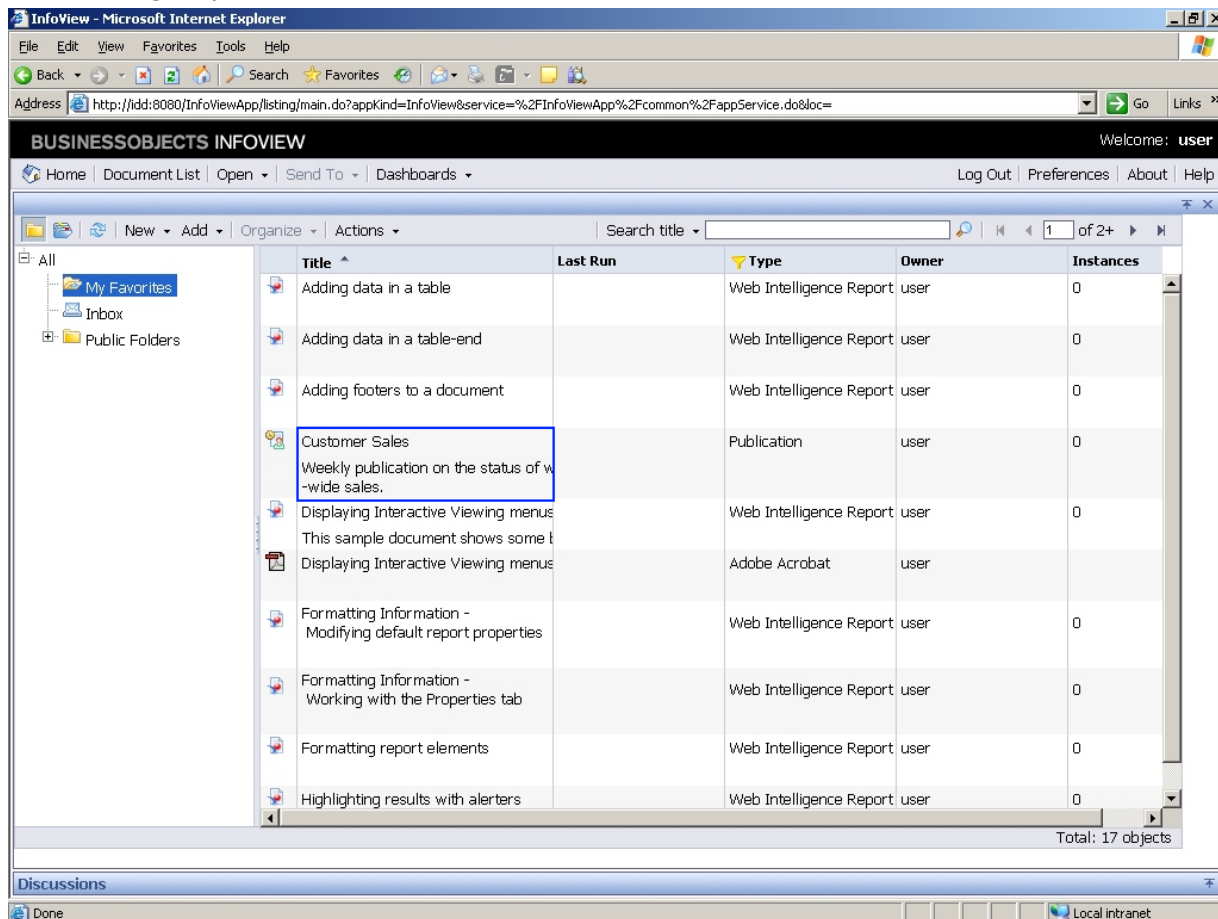


## Subscribing to publications

### Procedure

1. Start the transaction using the menu path or transaction code.

### Subscribing to publications



2. Press **[Enter]** to continue.

A Publication is a Desktop Intelligence document that has had Profiles applied to it. Profiles determine what data will appear in a report, for each user or group who receives it. This means that, while several users may receive the same report, they will see only the information in the report that applies to their individual business

Your System Administrator creates Profiles and Publications and will create a Profile for you or the group you belong to, based on the information you need to perform your job.

This is what a Publication looks like in InfoView. It has many of the same properties as other object types. Your ability to perform tasks with a Publication, such as subscribe, unsubscribe, schedule, or test, is determined by your access rights.

Press **[Enter]** to continue.

InfoView - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=...> Go Links

**BUSINESSOBJECTS INFOVIEW** Welcome: user

Home Document List Open Send To Dashboards Log Out Preferences About Help

New Add Organize Actions Search title 1 of 2+

All My Favorites Inbox Public Folders

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customize Sales		Publication	user	0
Displaying menus		Web Intelligence Report	user	0
Displaying menus		Adobe Acrobat	user	0
Formalizing the Properties tab		Web Intelligence Report	user	0
Formalizing the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

Properties Schedule History Subscribe Unsubscribe Test Mode

New Add Organize

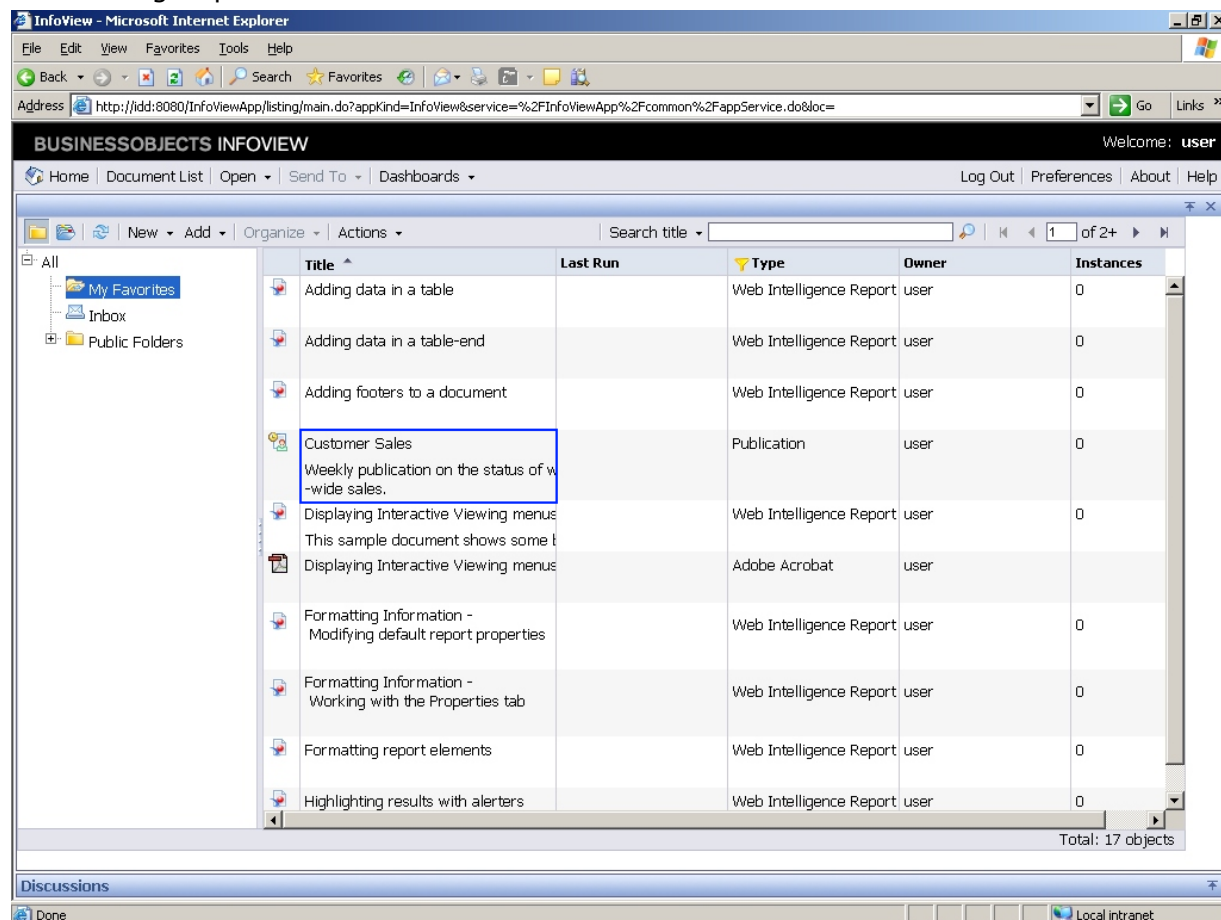
Total: 17 objects

Discussions

## Subscribing to publications

- Click the **Subscribe** list item.

### Subscribing to publications



- Press [Enter] to continue.

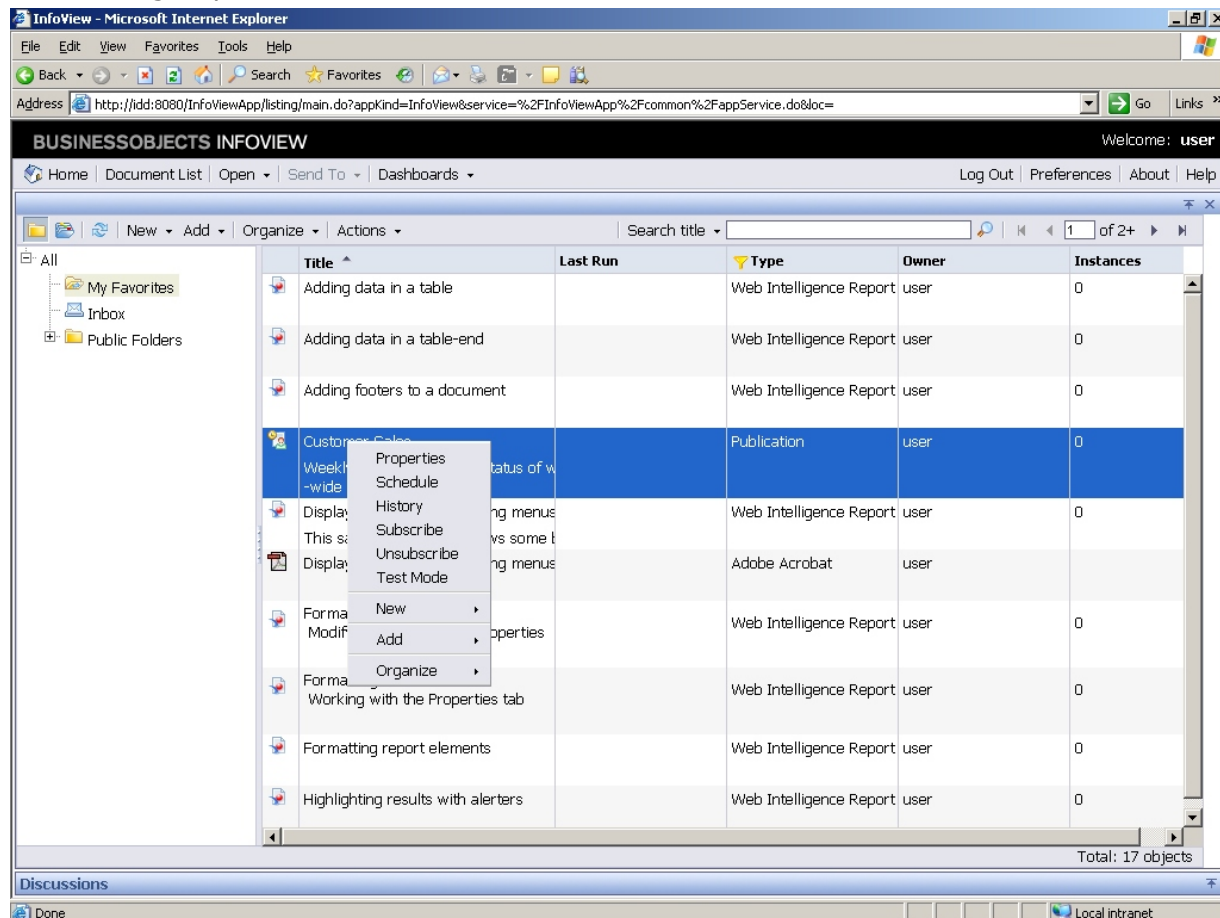
To confirm subscription status, you need to view the Publication properties.

In the application you would normally right-click in the Customer Sales Publication cell. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

## Subscribing to publications

### Subscribing to publications

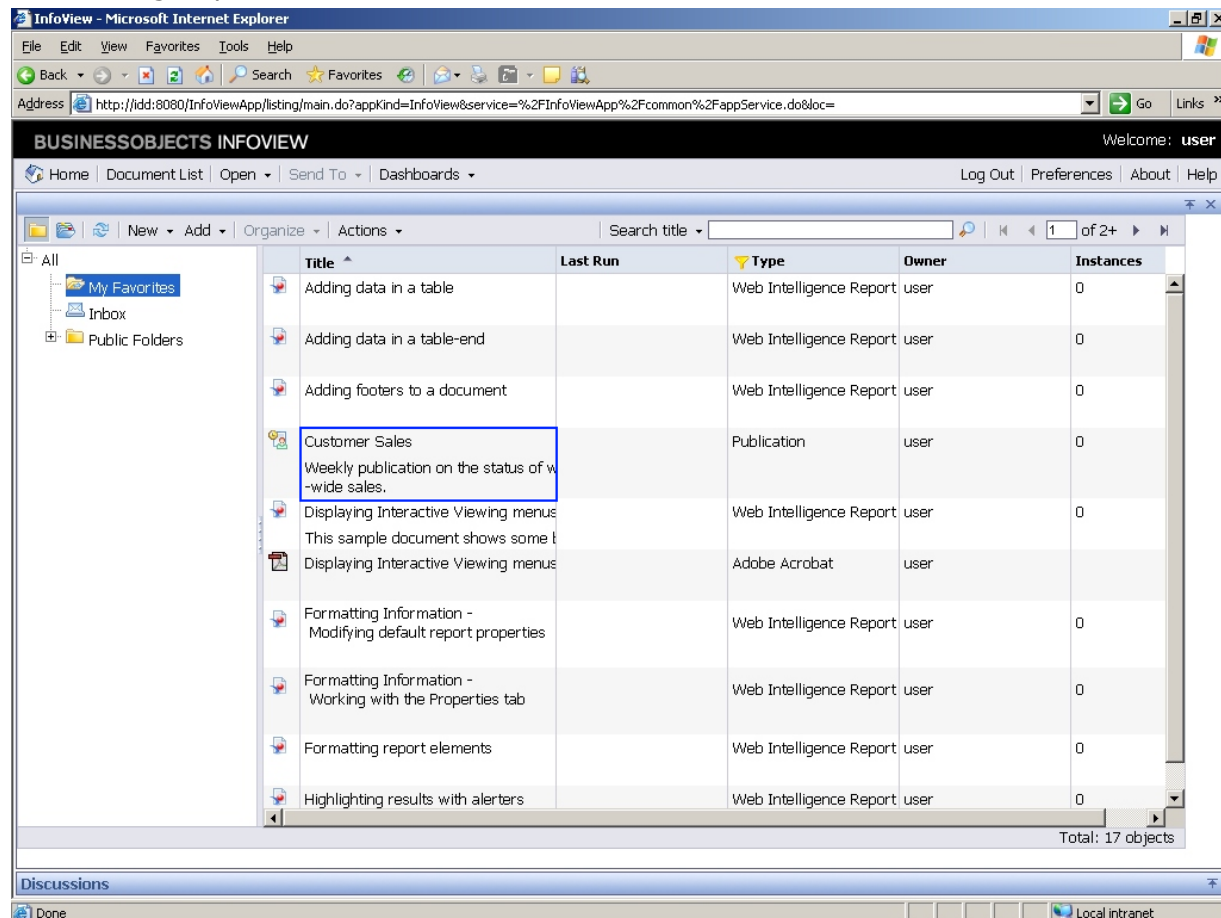


- Click the **Properties** list item.
- Click **OK**.

The properties page displays the Subscription Status. In this example, the status is Subscribed.

## Subscribing to publications

### Subscribing to publications



7. Press [Enter] to continue.

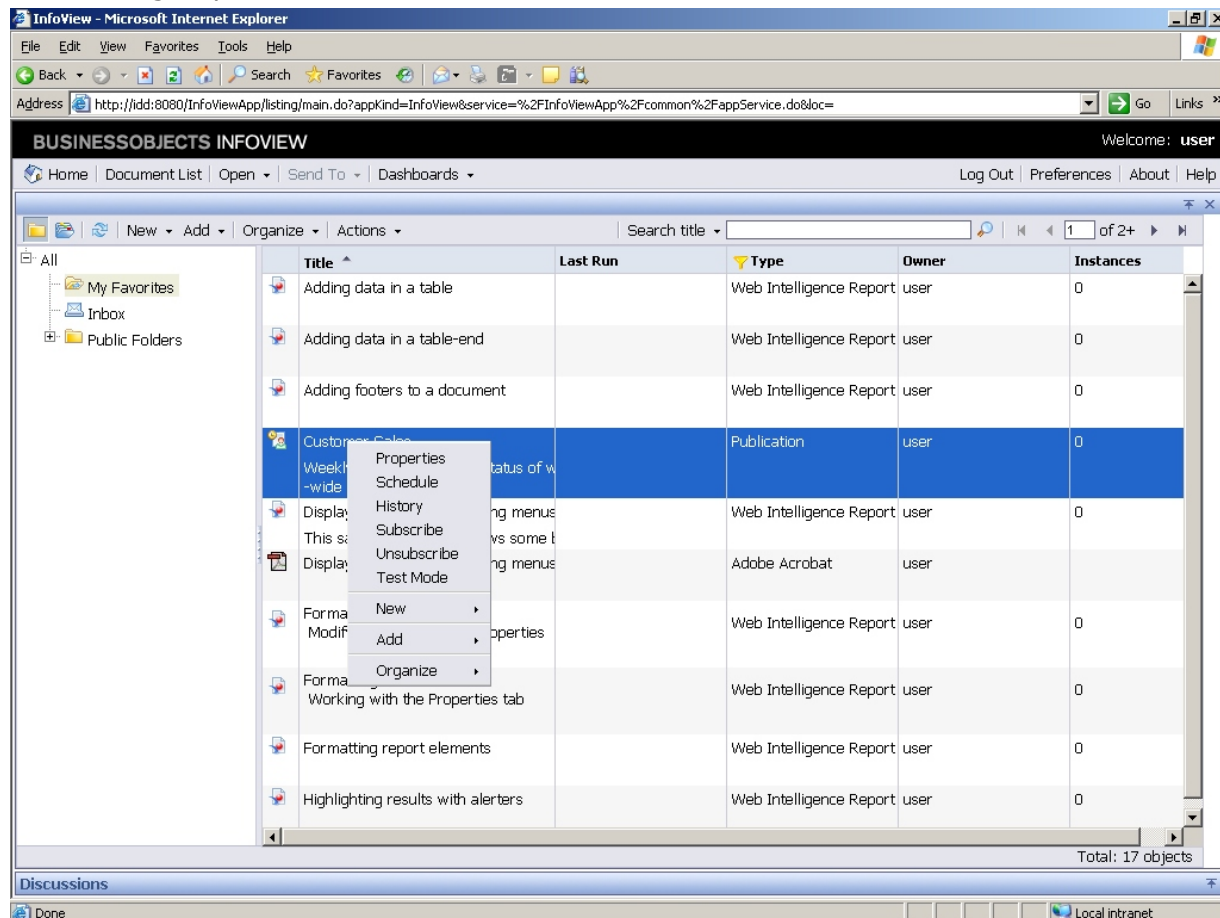
You want to unsubscribe from this publication.

In the application you would normally right-click in the Customer Sales Publication cell. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

## Subscribing to publications

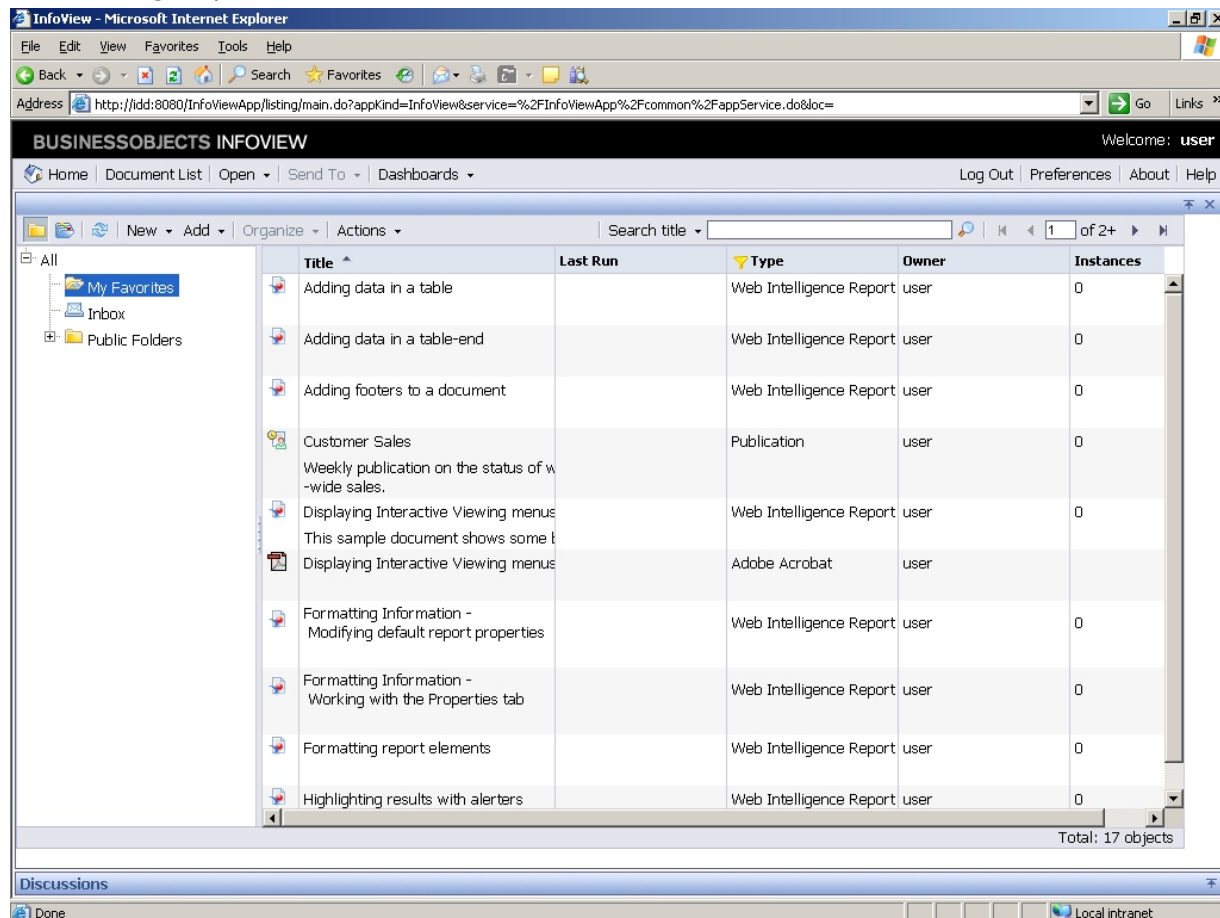
### Subscribing to publications



- Click the **Unsubscribe** list item.

## Subscribing to publications

### Subscribing to publications



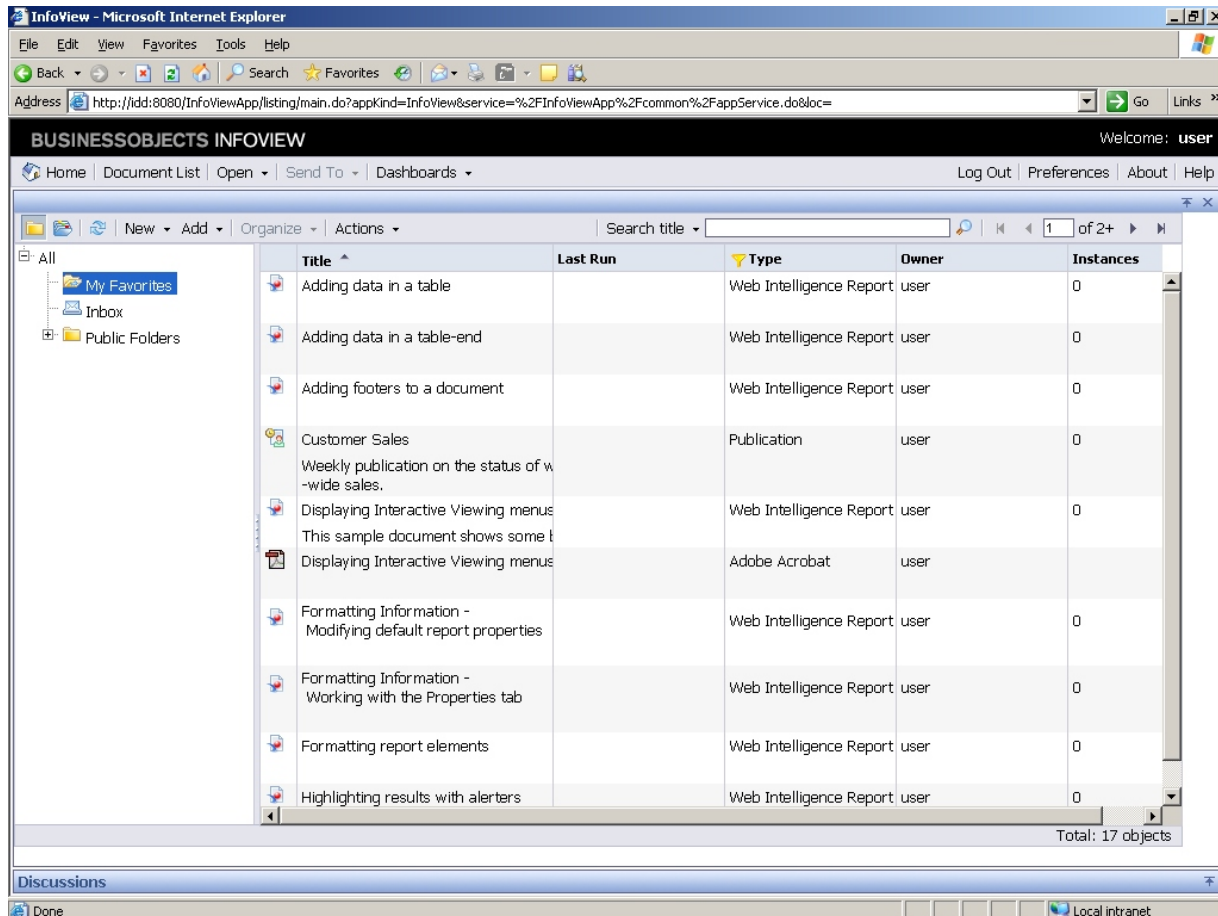
9. Press [Enter] to continue.

You have unsubscribed from the Publication and will no longer receive scheduled instances.

Press **[Enter]** to continue.

## Subscribing to publications

### Inventory Cross-Tab Report by Product Type & Supplier Properties



The screenshot shows the InfoView application running in a Microsoft Internet Explorer browser. The address bar displays the URL: <http://dd:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>. The application header includes the Business Objects logo and the text "Welcome: user". The main navigation bar contains links for Home, Document List, Open, Send To, Dashboards, Log Out, Preferences, About, and Help. The left sidebar shows a folder structure with "My Favorites", "Inbox", and "Public Folders". The main content area displays a table of reports and publications.

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales Weekly publication on the status of w -wide sales.		Publication	user	0
Displaying Interactive Viewing menus This sample document shows some t		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0
Highlighting results with alerters		Web Intelligence Report	user	0

Total: 17 objects

10. End of simulation.